



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**ASSISTANT DIRECTOR, AGRICULTURE, WEIGHTS & MEASURES**

**Class No. 002235**

**■ CLASSIFICATION PURPOSE**

To serve as principal assistant to the Agricultural Commissioner/Sealer of Weights and Measures; to provide local enforcement of statutory and regulatory mandates; to perform agricultural and related services as approved by the Board of Supervisors; to assist in providing intergovernmental coordination with state and federal agencies, and national policy-setting bodies; and to perform related work as required.

**■ DISTINGUISHING CHARACTERISTICS**

This is a one-position executive management class allocated only to the Department of Agriculture, Weights and Measures. Under administrative direction, the Assistant Director of Agriculture, Weights and Measures assists the Agricultural Commissioner/Sealer of Weights and Measures in managing the overall activities of the Department of Agriculture, Weights and Measures and provides direct executive oversight for major regulatory enforcement programs.

**■ FUNCTIONS**

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

**Essential Functions:**

1. Plans, directs, organizes, and coordinates various mandated agricultural and weights and measures programs.
2. Prepares, reviews, and presents agricultural reports to appropriate State departments, the Board of Supervisors, and other agencies.
3. Assists in directing the development, implementation, and evaluation of departmental plans and programs and recommends appropriate changes.
4. Identifies operational problems and formulates appropriate solutions.
5. Prepares reports and correspondence.
6. Makes presentations to the Board of Supervisors and other legislative authorities.
7. Acts as a liaison with other public and private agencies.
8. Provides information to the media, public, industries, and agency representatives on departmental activities.
9. Performs special studies or projects as assigned.
10. Supervises subordinate staff.
11. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

**■ KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Agriculture/Weights and Measures practices, issues, and policies.
- Federal, State, and local agriculture, weights, and measures laws, codes, and regulations.
- Principles and practices of administrative management, supervision, and training.
- Rules of evidence, investigation techniques, and legal procedures.

- Policy and procedure development and implementation related to administrative management and agriculture/weights and measures programs.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of agriculture/weights and measures staff involved in inspection, enforcement, protection, and other related regulatory activities.
- Coordinate departmental services with other county departments and public or private agencies.
- Establish and implement enforcement policies, procedures, and programs for divisional activities involving plant protection, pesticide regulation and management, enforcement of weights and measures standards, and plant pathology among others.
- Evaluate the regulatory performance, departmental goals, and standards achievement of the Pest Detection, Pest Exclusion, Pesticide Regulation, Integrated Pest Control, Weights and Measures, Commodity Regulation, Consumer Protection, and other programs.
- Identify and resolve departmental operational problems.
- Prepare executive-level correspondence and reports.
- Evaluate departmental programs to ensure compliance with Federal, State, and local agricultural/weights and measures laws and regulations, and their implementation.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective and cooperative working relations with other staff, the public, and representatives from the government, industry, media, and other agencies.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: four (4) years of program management experience performing agricultural or weights and measures enforcement and investigations including pest prevention, plant regulation, commodity regulation, weight verification, measurement verification, transaction and product verification, pesticide regulation, and public information.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Must possess valid California licenses as a County Agricultural Commissioner and as a County Sealer of Weights and Measures per California Food and Agricultural Code Section 2123 and California Business and Professions Code Section 12203.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: July 23, 2004**

Assistant Director, Agriculture, Weights & Measures (Class No. 002235)

Union Code: EM

Variable Entry: Y